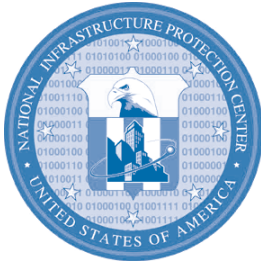




**Thursday, July 11, 2002, 8:30am – 4:00pm**  
Small Business Administration • Washington Office Center  
409 Third St., SW • Washington, DC



SBA Authorization  
No. 02-7630-01

**T**his workshop was designed to deliver cost effective, information security (IS) training to the small business owner. Attendees will have the opportunity to explore practical tools and techniques that can help them to assess, enhance, and maintain the security of their information systems.

#### Agenda

Open/Welcome (8:30am)

#### 1. Making the Right Investment (8:45am)

Email, Payroll, Proprietary Information, Client and Employee Data—Learn how to define information security (IS) for your organization and demonstrate the necessity of IS in your operations. Hear examples of the most common types of threats to information security and understand how to do a cost-benefits analysis to determine the extent to which your organization should proactively address known threats.

#### 2. Defining Your Information Security Needs (10:00am)

Learn to create a security policy that supports your organization's mission. Understand the fundamentals of risk assessment and risk mitigation.

#### 3. Common Information Security Practices (11:15am)

Internet, E-mail, Desktop, Personnel—learn common Best Practices and procedures and operate more securely. (*Focus on procedures.*)

#### Break—Lunch Provided

#### 4. Common Information Security Practices (1:15pm)

Internet, E-mail, Desktop, Personnel—Learn common Best Practices and Procedures and operate more securely. (*Focus on personnel.*)

#### 5. Federal Computer Crime and InfraGard (2:00pm)

Are you a victim? Would you know how to recognize a federal computer crime or how to respond? Hear an FBI special agent speak on fighting federal computer crime and federal crime prevention.

#### 6. Mechanisms and Technologies of Information Security (3:00pm)

Hear an overview of current technologies used in reducing IS vulnerabilities and learn about NIST resources available to your organization.

**NIST IS guidelines are used around the world.** The NIPC has a frontline view of IS threats. SBA sustains an extensive network to help small businesses. This is a GREAT place to start your IS training!

**LIMITED SPACE AVAILABLE! For additional information or to register on-line visit <http://csrc.nist.gov/securebiz>**



**Thursday, July 11, 2002  
8:30am – 4:00pm**

**Small Business Administration  
Washington Office Center  
409 Third St., SW  
Washington, DC**

Please place in an  
envelope and return by  
**June 27, 2002 to:**  
NIST  
100 Bureau Dr., Stop 3751  
Gaithersburg, MD 20899-3751  
or fax to:  
Teresa Vicente (301) 948-2067

## Registration Form

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

REGISTRATION FEE: \$45.00—Includes lunch and training materials

FORM OF PAYMENT:

☐ CHECK ENCLOSED, PAYABLE TO NIST    ☐ MASTERCARD    ☐ VISA    ☐ DISCOVER    ☐ AMEX  
(CHECKS FROM OUTSIDE THE U.S.A. SHOULD BE WRITTEN ON A U.S.A. BANK)

CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PURCHASE ORDER NUMBER/TRAINING FORM \_\_\_\_\_

The support given by SBA, NIST, and NIPC to this activity does not constitute an express or implied endorsement of any cosponsor's or participant's opinions, products or services. All SBA, NIST, and NIPC programs are extended to the public on a nondiscriminatory basis. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Contact Teresa Vicente for assistance.